

eFiling Into an Existing Case

How do I initiate a subsequent eFiling?

1. Enter the **Case Number** and click **Go**.
2. Click the **file into this case** icon in the **Actions** column.
3. Click **Add Party** for new parties only.
Contact your local court to update existing party information.
4. Click **Filings**.



Filed documents need to be in A searchable PDF format. Refer to MN court rule 14.03 for further clarification.



NEW CASE Case Number **1** **Go**

Searching for:
As: Case Number

Case Number	Location	Description	Case Type	Actions
27-FA-000153200	Hennepin Family	ABFALTER,PETER,B VS ABFALTER,CAROLENE,J	Dissolution with Child	
27-FA-15-3200	Hennepin Family	In the Marriage of Hera Queen of Olympus and Zeus God of Olympus	Dissolution with Child	

1 Parties **2** Filings **3** Summary

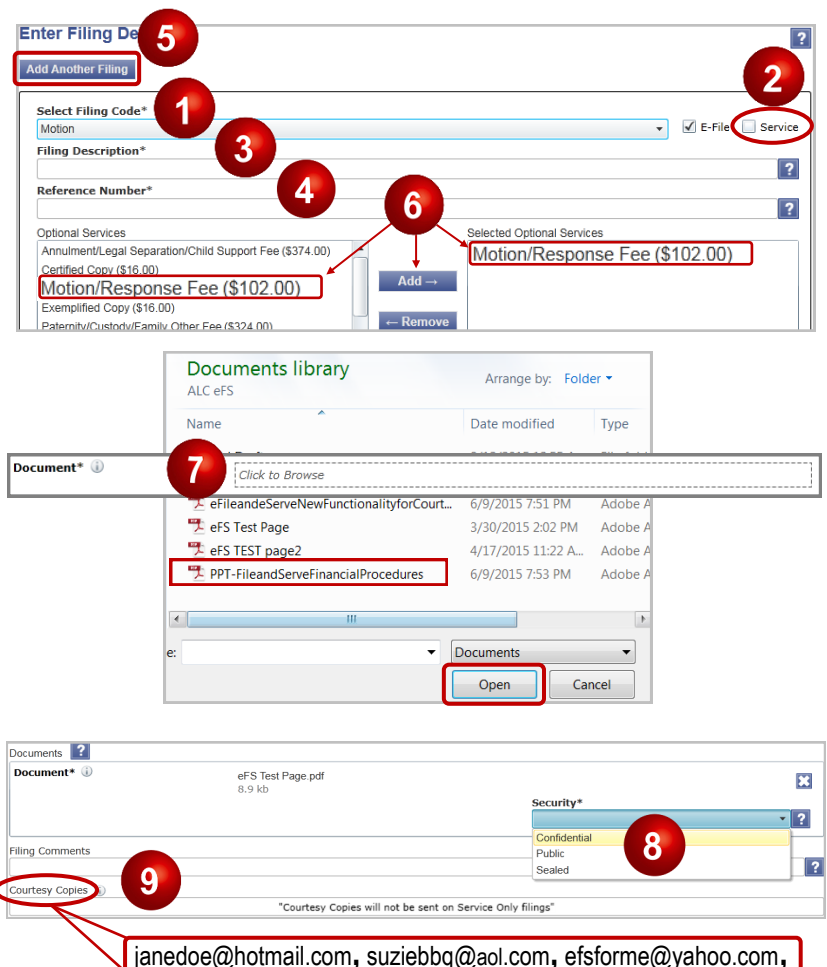
Enter the Details for the Parties Involved in this Case
Required fields are bold and have an asterisk (*).

Party Type	Name	Attorney
Petitioner	PETER B ABFALTER	
Respondent	CAROLENE J ABFALTER	

ADD PARTY **3** **4** **Filings**

How do I add my Filing?

1. **Select Filing Code** from the searchable drop down box.
2. Check **Service** box to eServe your filing.
(See [QRG: eService in eFS](#))
3. Type a brief description of the document in **Filing Description**.
4. Add a **Reference Number** for your internal records.
5. Click **Add Another Filing** and repeat the process for each additional document
6. Select statutory fees and **Optional Services** associated with the filing. Click **Add** to attach fees to the filing.
7. Add the document:
 - Click on **Click to Browse**.
 - Select a document from your files and click **Open** to attach it to the filing.
8. Click the **Security** drop down box and select the appropriate security level.
9. Optional:
 - **Filing Comments** - special filing instructions for the courts. Does not show in court record.
 - **Courtesy Copies** - enter email addresses separated by commas.



Enter Filing Details **5**

Add Another Filing **1** **2** **3** **4** **6**

Select Filing Code* **1** Motion ☒ E-File ☒ Service **2**

Filing Description* **3**

Reference Number* **4**

Optional Services: Annulment/Legal Separation/Child Support Fee (\$374.00), Certified Copy (\$16.00), Exemplified Copy (\$16.00), Paternity/Custody/Family Other Fee (\$324.00)

Selected Optional Services: Motion/Response Fee (\$102.00)

Add **Remove**

Documents library ALC eFS Arrange by: Folder

Name	Date modified	Type
eFileandServeNewFunctionalityforCourt...	6/9/2015 7:51 PM	Adobe A
eFS Test Page	3/30/2015 2:02 PM	Adobe A
eFS TEST page2	4/17/2015 11:22 A...	Adobe A
PPT-FileandServeFinancialProcedures	6/9/2015 7:53 PM	Adobe A

Document* **7** **Click to Browse**

Open **Cancel**

Document* eFS Test Page.pdf 8.9 kb

Security* **8** Confidential Public Sealed

Filing Comments **9** **Courtesy Copies**

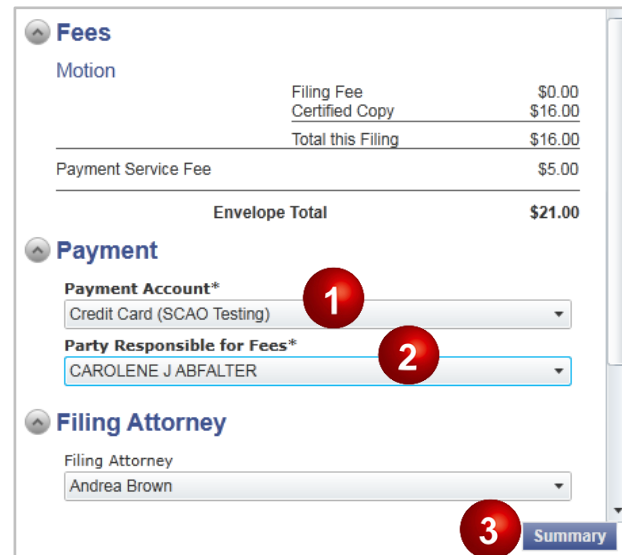
"Courtesy Copies will not be sent on Service Only Filings"

janedoe@hotmail.com, suziebbq@aol.com, efsforme@yahoo.com,

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How do I add payment for my fees?

1. Select a **Payment Account** from drop down box. Only choose **Waver Account** if:
 - You work for a government agency and not required to pay a fee
- OR
- You are filing pleadings with an IFP application
2. Select the **Party Responsible for Fees** from the drop down box.
3. Click **Summary**.



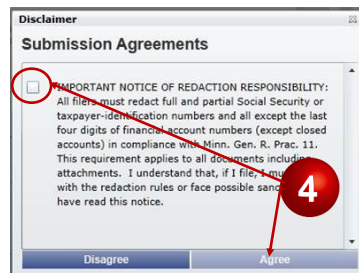
How do I submit my filing?

1. Review the Envelope and Filing Summary to make sure everything is as it should be.
2. Make changes, if you need to, by clicking **Edit** next to any section you need to work on. Make your edits.
3. Click **Submit**.




For a complete look at how to make changes to your filing in eFS, check out the [Viewing and Editing Your Filings](#)

4. Review the Submissions Agreement, then click the **check box** and **Agree**.
5. Click **OK** on the Confirmation window.





eFS will send a confirmation email when your submission has been submitted and accepted.

